

INFORMATION REPORT

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SUBJECT Documents Required for Men Serving in the
Soviet Armed Forces

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SUPPLEMENT TO
REPORT NO.

1. The documents which are required for Soviet citizens may be divided into the following groups:
 - a. Documents required for men serving in the Soviet Army and Navy.
 - b. Documents for Soviet citizens living within the USSR.
 - c. Documents for Soviet diplomatic and military representatives abroad.
 - d. Documents for other Soviet representatives abroad who do not belong to the diplomatic staff.
 - e. Documents for former foreigners who have taken Soviet citizenship but continue to live outside the USSR.
2. The following report discusses those documents required for men serving in the Soviet Army and Navy. These documents may in turn be divided into two groups: personal identification certificate for officers, and the Red Army Book which serves as the personal identification certificate for privates and non-commissioned officers.
3. Personal Identification Certificate of the Officer
3. This certificate is absolutely necessary for an officer. Other documents which he may possess, such as his Party and Komsomol card, clothing book, ration book, etc., may serve as additional proof of identity in case of document checks. However, Party and Komsomol cards by themselves do not serve as personal identification certificates, even though they have great significance, especially the Party card.
4. The officer's picture on the certificate must absolutely be validated by the round seal of the military unit which issued the certificate. Under the officer's picture are his personal signature, attested to by the signature of the commander or chief-of-staff of the issuing military unit. It is obligatory for the personal identification certificate to show: date and number of the order of GUK/NEO (Central Directorate of Personnel, People's Commissariat

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of Defense) appointing him to his military rank, or currently the order of GUK/MVS (Ministry of Armed Forces). Each subsequent order of promotion must be entered in columns especially provided in the certificate and validated by the seal and signature of the commander or chief-of-staff of the military unit to which the officer was attached when the order for his promotion was received. Furthermore, there must be entered in the certificate the character of the officer's duty and the APO of the military unit in which he was serving at that time. However, in many cases, because the commanding officer is lax in the accomplishment of his responsibilities, the above-mentioned rules are not observed. For example, the order and date of the appointment are entered in the certificate, but are not attested to by the seal and signature of the commanding officer; the officer's new assignment is not noted; or, if it is noted, it is not validated by the seal.

55. In addition to the above, there must also be recorded in the personal identification certificate: place of birth, position of the family, and the number of any weapon issued to the officer. There is a special column for entering decorations, but the decorations received are not always recorded.
6. Conclusion: The personal identification certificate is the basic document for an officer. Omissions in the exactness of official entries may occur, especially in the requirement that an officer's new assignment must be entered. This often happens after a long delay and even then is not validated by the seal.
7. Warning: Recently, Soviet military administrations in occupied territory have begun to adopt simple but very sly stratagems. For example, the military commandant in Budapest issued secret orders to all commanders of military units located in the city and its suburbs. The chief-of-staff and the personnel section of each of the given military units within half an hour were to make a special mark in the personal identification certificates of all their officers. In this case the letters "NU" were to be placed in black ink on the upper left-hand corner of the last page of the certificate. At the end of the three-day period, a systematic document check was initiated by the military Komendatura. Without any explanation, all officers in whose certificate the letters "NU" did not appear were detained by military patrols and taken to the office of the Komendatura, where their documents were thoroughly checked and other examinations were made. This document check was carried on over a period of three weeks and at different times of the day and night. Special attention was paid to the checking of documents during the night hours. Informant does not know whether similar document checks have been carried on within the USSR; however, checking of officers' documents in occupied territory occurs rather seldom and within the USSR even more rarely. As a general rule, within the USSR, the documents of an officer who obeys the rules of the disciplinary staff are examined only when a special check of the documents of all military personnel is ordered.

Special Orders (Komandirovochnoe Predpisaniye)

8. Special orders are issued in the following cases:
 - a. When an officer is transferred from one military unit to another.
 - b. When an officer is given a special mission requiring travel.
 - c. When permission is given an officer to go on leave which requires travel.
9. Special orders are made out on printed blanks, of which every commander or chief-of-staff has a supply. The commander of a military unit gives a written or oral order to his chief-of-staff to issue the special orders to an officer. The chief-of-staff or chief clerk of the military unit prepares the orders and gives them to the officer, who must sign a receipt. Armed with the special orders and his personal identification certificate, the officer may then leave the jurisdiction of his military unit for the time indicated in the orders.

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10. In the orders must appear: military rank, officer's surname, the purpose of and length of his journey. The orders are validated by the seal of the military unit and the signature of the CO. In the upper lefthand corner of the orders is the normal stamp:

NKO SSSR

No. of the special orders

Date of issue

If the officer is being transferred to a new assignment, the number of the order of transfer or the reason for the transfer must be entered in the special orders. On the reverse side of the orders there are two columns for entries to be made of times of arrival and departure in and from the localities mentioned in the orders. If there is no representative of the military komendatura in a given locality, the officer may have the entries made by the representative of the military komendatura in the nearest fairly large community.

11. When an officer arrives for a new assignment, it is not customary to enter the arrival on his special orders because the orders are usually surrendered upon his arrival to the CO or the chief clerk of his new unit. The entry must be made, however, in other cases. In any case, the entries are made not only against the possibility of a document check, but also to avoid any misunderstanding which might arise with his CO or with the chief of his Finance Section upon his return. The Finance Section has the right not to pay out money for the term of the special orders if the departure and arrival entries have not been made in the orders.
12. The arrival and departure entries are made by hand in black ink and are validated by the stamp of the issuing komendatura. The stamps are always triangular in shape and of very simple format.
13. It is advisable for an officer to have arrival and departure entries made in the rather large cities where he must change trains. Such entries for transients are always made in the railroad station by a representative of the military komendatura. In all larger railroad stations there is a special military ticket window where tickets may be bought on presentation of special orders or of a leave certificate.
14. Orders must be turned in to the chief clerk or CO upon return from a trip.

Basic Documents for a Private or NCO

15. The Red Army Book is the basic document for a private or NCO. A private, sergeant, or senior sergeant, however, may not leave the jurisdiction of his military unit without a special pass (uvolnitelnaya zapiska), which is usually issued for a period of a few hours, in rare cases for a few days. In order to leave the military unit for a longer period of time -- to perform a military mission, to transfer to another unit, etc. -- it is absolutely necessary to have special orders and the Red Army Book. The special orders are of the same form as those issued to officers.

Officer's Clothing Book

16. This book does not serve as a personal identification certificate. On the basis of the clothing book, the officer is issued his ration of clothing and money. If the officer commits a breach of discipline as a result of which he must appear at the military komendatura, his clothing book may be demanded and the representatives of the komendatura will note the breach of discipline in it. If he doesn't have a book, he may say it has been lost, in which case the notation is almost always made in the personal identification certificate.

Food Ration Certificate

17. A food ration certificate is issued by the AKh Section or AKh Unit of the military unit when an officer or EM leaves on a mission, is transferred, etc. It is issued so that the officer may receive the food he needs on his journey from the supply offices. Often no certificate is made out because the soldier

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prefers to receive his allotment of food in dried form before he leaves his unit. It is, however, customarily issued for one who is leaving for a protracted journey. It is obligatory in the case of reassignment, for in this case it is needed to compute what the ration of the new arrival should be. A person who is provided with enough money does not need a food ration certificate at all. In fact, it is better for him not to have one, since in order to obtain rations on a certificate the traveler must go to the military komendatura and go through considerable red tape there.

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